



GUILDFORD BAPTIST CHURCH ROOM BOOKING INFORMATION

(April 2011)

Thank you for your interest in hiring a Room at Guildford Baptist Church. Please note the following information to help you plan your event.

SUMMARY OF ROOM DETAILS

Room	Size & Facilities	Suitable for	Additional Facilities
Auditorium	Seats up to 520 in amphitheatre style tiered seating on padded pews. Curved stage area. Induction Loop system.	Events such as Concerts, Conferences, Seminars, Performances.	Fully integrated PA and AV. Wireless. (Authorised Operator required – please ask on booking. Not for self hire.)
Room A/B	Seats up to 80 on individual seats, with table configurations also possible. Divides into two separate rooms. Carpeted throughout.	Ideal for small/medium size Conferences, Seminars or Teaching sessions. Versatile layouts.	Full range of portable PA and AV Equipment. Keyboard on request.
Room C/D	Seats up to 40 on individual seats, with table configurations possible. Divides into two separate rooms. Carpeted throughout.	Ideal for small size Seminars or Teaching Sessions.	Full range of portable PA and AV Equipment. Piano or Keyboard on request.
Top Deck	Seats up to 40 on a mixture of hard & soft seats, settees and cushions, plus pc workstations.	Ideal for informal meetings and youth gatherings	Integrated multimedia system available on request.
Lounge and Servery	Seats up to 35 in lounge style seats, with small kitchen servery adjacent. Fully carpeted.	Versatile meeting room.	Full range of portable PA and AV Equipment. Keyboard on request.
Upper Lounge	Seats 10 in easy chairs, in a quiet serene atmosphere. Carpeted	Ideal for small intimate appointments or meetings	
Games Hall	May seat up to 150, or 100 with table configurations. Hard floor surface.	Useful for badminton, Volleyball, theatrical rehearsals, or for parties / other seated social functions.	Full range of portable PA and AV Equipment. Keyboard on request.

ROOM HIRE RATES*	Small (max 10-40 people)		Medium (max 35-80)		Large (max 80-150)		Auditorium (100-520)	
	Standard	Charity	Standard	Charity	Standard	Charity	Standard	Charity
HOURLY RATE (1-3 Hours)								
Upper Lounge	10.00	7.50						
C/D	15.00	11.00						
A/B			27.00	20.00				
Lounge			25.00	17.00				
Top Deck			20.00	15.00				
Games Hall					22.00	16.00		
Auditorium							60.00	40.00
Kitchen/Snug	8.00	6.00						
HALF DAY (3-5 hours)								
Upper Lounge	30.00	22.00						
C/D	45.00	33.00						
A/B			85.00	65.00				
Lounge			65.00	50.00				
Top Deck			55.00	40.00				
Games Hall					65.00	50.00		
Auditorium							175.00	110.00
Kitchen/Snug	25.00	19.00						
HALF DAY +1 Hour (5-7 hours)								
WHOLE DAY (7 + hours)								
Upper Lounge	55.00	40.00						
C/D	80.00	60.00						
A/B			160.00	120.00				
Lounge			120.00	90.00				
Top Deck			100.00	75.00				
Games Hall					120.00	90.00		
Auditorium							300.00	200.00
Kitchen/Snug	50.00	35.00						

*Rates shown reflect Standard price and c.25% discount for Charity and Private Hire. A further 10% discount is available for regular bookings of 6+ sessions. Please note, additional charges are made for Tea and Coffee.

REFRESHMENTS

Tea and Coffee will be charged at the following rates:

Number of People	Cost (£) per round of drinks *
1 - 5	2.00
6 - 10	4.00
11 - 15	6.00
16 – 20	8.00
21 - 25	10.00
26 - 30	12.00
31 – 40	14.00
Over 40	20.00

* Round of drinks = enough tea/coffee for a period of 3 hours

For any other catering arrangements – please enquire of the Hospitality Coordinators on booking. We can discuss catering options with you.

INFORMATION REQUIRED FOR BOOKING

When booking a room, please let us know:

- Name and Contact details of applicant
- Address for Invoice (if different)
- Details of the event (including preferred rooms, dates and timings)
- How many people will be using the room(s)
- Tea/Coffee requirements and/or any other catering requirements.
- Layout of room – configuration of chairs and tables
- Additional facilities required – Flip charts, presentation equipment, etc
- Parking requirements (subject to availability)

TERMS AND CONDITIONS

Hirer's Responsibilities:

- The rooms designated in the Millmead Centre may only be used by the organisation stated on application (the Hirer), and used only for the purpose, times and dates agreed.
- The Hirer must be 18 or over. Where young or vulnerable people are involved – it will be expected that the Group Leaders will have due CRB checks. Sensitivity of Hirers to other Groups using the Church will also be appreciated.
- The Hirer is responsible for due care of the property and facilities on site and notify the Caretaker or Centre Staff immediately of any damage or matters of concern. The Hirer may be liable for the cost of repair or replacement, at the discretion of the Centre Management.
- The Hirer must ensure the rooms are left in a tidy state on departure as agreed with the Caretaker or Centre Staff.
- The Hirer is responsible for their own health and safety and for the health and safety of their group. The Hirer must be aware of Emergency Exits and ensure that their group know the exit procedures in the event of an emergency.
- The Hirer is also responsible for their possessions on site. The Hirer may only leave possessions in the Church building by prior arrangement with Caretakers or Centre Staff, providing this does not pose a risk or significant inconvenience.
- Catering on site is by arrangement with Centre Staff only – noting that the kitchens on site are subject to Food Hygiene Health & Safety Regulations and are regularly inspected in accordance with legislative requirements.
- Use of the Centre's equipment is subject to agreement with Centre Staff and may incur a charge for hire or for payment of Operational Staff.
- No alcohol is to be supplied or consumed on the premises or on the associated land.
- No smoking of tobacco or use of any illegal substances is permitted either in the building or on the associated land.
- Parking on site is subject to availability only – please check on booking as priority may be given to groups with special needs. There are public car parks nearby.
- Payment for Hire of the Premises will be paid within 28 days of receipt of invoice, sent the month following the booking. Payment will be to the full price agreed. If there are any problems with paying in due time – please contact the Centre Management.
- Where possible, please give at least 5 days notice of any cancellation of booking. In an emergency, the Church will accept 24 hours notice. Guildford Baptist Church reserve the right to charge a 10% cancellation fee for rooms that are booked and not cancelled in time.

The Centre's Responsibilities:

- The Centre Management will ensure the premises are well maintained, clean and tidy for the use of Church Members and Hirers.
- The Church accepts no responsibility for injury or loss to person or property arising out of use of the premises apart from such injury or loss as may be deemed related to the Church's responsibility to care for and maintain the premises to a safe standard.
- The Church will maintain proper Public Liability Insurance and maintain Accident Report Records, Risk Assessments and/or other legally required documentation for due reference and review.
- The Centre will keep all Personal details and information in line with the Data Protection Act.
- The Centre Management reserve the right to cancel or rearrange a booking as deemed necessary for the reasonable and suitable operation of the Church Centre - for example: in the event of a Funeral; emergency repair works; or failure of the Hirer to comply with the above Terms.

SECURITY, HEALTH AND SAFETY NOTICE

Guildford Baptist Church welcomes many groups to the Centre and we wish to ensure that your visit is both enjoyable and safe.

Please could Group Leaders report in at the Welcome Desk on arrival and make their groups aware of the following information:

- Please note that all belongings are the responsibility of their owner. If lockable storage is required, please enquire at the Welcome Desk.
- Please ask at the Welcome Desk/Office if First Aid facilities are required.
- Please ensure all users note the nearest Fire Exits and escape routes from their room.

If you have any questions concerning any of the above details – please enquire on Booking or ask at the Welcome Desk.

Thank you for noting the above information.

For all further enquiries – please contact: bookings@guildfordbaptist.org

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